



Local Emergency Planning Committee
For New Castle County
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David Irwin, Chairman
Tom Kovach, Vice Chairman
Jacob Morente, Vice Chairman

Meeting Minutes

July 13, 2015

Host: Honeywell Fluorine Products

Meeting Location: Delaware State Fire School – New Castle Branch 2311 MacArthur Drive, New Castle, DE 19702

The July 13, 2015 meeting of the LEPC for New Castle County was held on the above noted date and place.

Meeting called to order at 2:30 PM by Chairman Irwin.

SERC Approved LEPC Member Attendees:

David Anderson
Bob Barrish – Citizen
Joe Cochran – NCC OEM
Russ Davis- Honeywell Fluorine Products
Ron Dietrick – Delaware City Refinery
Mark Dolan – DNREC/NCCIHMR
Mike Gladle – U of D
David Irwin – Chairman, LEPC for NCC
Mark Lucy - Miller Environmental

Bill McCracken – Citizen
Jake Morente –Vice-chairman, LEPC NCC
Beth Neumane – Rogers Corporation
Joe Rubin - WSFS
Pat Smythe – American Red Cross
Al Stein - Citizen
Charles Stevenson – Sussex LEPC
Dale Wray – Miller Environmental

According to current By-laws a quorum was present.

Other Attendees:

Ken Cenci – DNREC
Ed Cohen – Air Liquide
Avery Dalton – DEMA
Bill Davis – DNREC/EPCRA

Rebecca Keyser – DNREC Emergency Response
Lisa Morris - DAG
Philip Reynolds - Miller Environmental

Call to Order: Chairman Irwin called the meeting to order at 2:30 PM. He welcomed everyone to the meeting and thanked them for taking time out of their busy schedule to attend the meeting. He also thanked Honeywell Fluorine Products for hosting the meeting. Introduction of attendees were then conducted.

1. Approval of the Agenda:

Chairman Irwin requested a motion to approve the agenda. A motion to accept the agenda was made by Al Stein and seconded by Beth Neumane. Motion was passed unanimously.

2. Meeting Minutes Approval:

Chairman Irwin requested a motion to approve the May 11, 2015 minutes. A motion to approve the minutes as written was made by Bob Barrish and seconded by Mark Lucy. Motion was passed unanimously.

3. Committee Reports:

a. Finance:

Chairman Irwin reported expenditures since the last meeting were:

1. NCCIHMRMRA new member background check -	\$ 52.50
2. NCCIHMRMRA training support (food) -	\$ 562.70
3. <u>LEPC staff service fees</u> -	<u>\$13,333.34</u>
TOTAL EXPENSES -	
\$13,948.54	

FY 2015 budget balance as June 30th \$4,113.57

FY 2015 carry over = \$4,113.57 + \$622.74 (from FY 2014) = \$4,736.31

FY 2016 budget balance as of July 1st \$87,591.00

b. I. T. Committee:

Committee Chairman McCracken reported:

- The SERC IT Committee met Wednesday June 10th immediately following the SERC Meeting at the DSFS in Dover.
- David Irwin the newly appointed chair convened the meeting.
- Siobhan Bruno of IDSI International; video conferenced a demo of the Tier II Manager system to the committee.
- A discussion was held concerning the web pages of the SERC and LEPC's.
- As motioned in the previous IT Meeting, a subcommittee was appointed consisting of George Giles Chair, Jake Morente, Ming Lau, Charles Stevenson, Ken Cenci, and Bill McCracken to study and recommend the path forward in distributing the Tier II Manager software to the State Fire Service.

c. DECON:

Committee Chairman Joe Leonetti was unable to attend the meeting. He provided the following report to Chairman Irwin which he read to the group. The New Castle County Special Operations Hazmat/Decon Team had one response since the last meeting. On June 30th at 17:03 the Team was dispatched to assist the Newark Fire Department at 41 Fairways Road in the Hunters Crossing Apartments. The call was for an unknown odor in the building with a sick person. Upon arrival the Team assisted DNREC who made entry for air monitoring. The University of Delaware's Hazmat Team was asked to provide a Freon detection meter. They brought the meter to the scene for DNREC to use. After two entries with no positive results from several types of meters, the Newark Fire Department's Incident Commander placed the incident under control. Team members were in their Chemical protective suits however there was no need for any decontamination.

d. Training - NCCIHMRA:

Committee Chairman Mark Dolan reported:

The New Castle County Industrial Hazardous Materials Response Alliance Training Committee did conduct one training session, totaling four hours of training, between the May 11th, 2015 and the July 13th, 2015 LEPC for NCC meetings.

Training Session IV was Eugene Ngai's "Responding to Transportation Incidents Involving Pyrophoric Gases/Liquids or Dangerous When Wet Materials" which are shipped in tube trailers, cylinder trucks or common carriers. The training session included both classroom presentation and a live-burn field exercise utilizing a cylinder of disilane and emergency response techniques. The session was held at the University of Delaware Newark Campus on Wednesday, June 10th, and repeated on Thursday, June 11th, 05:00 pm – 09:15 pm (4 hours). Thirty-six (36) hazardous materials first responders attended. Appreciation is extended to the University of Delaware Department of Environmental Health and Safety for hosting this training.

The remaining 2015 NCCIHMRA Training Schedule (three hours of training) is as follows:

(1) Training Session V => Live-burn field training with the DNREC Red Dragon flaring towers and thermal imaging cameras, plus hazmat branch individual position roles, responsibilities & checklists to be conducted at the Delaware State Fire School New Castle Center on Tuesday, September 22nd and repeated on Thursday, September 24th, 05:30 pm – 08:30 pm (3 hours).

(2) Fourteenth Annual NCCIHMRA Planning and Training Meeting => Wednesday, November 4th, 05:30 pm – 09:00 pm at the Elsmere Fire Company Station 16.

e. Transportation Committee:

Committee Chairman Al Stein reported;

On June 9 NHTSA began investigating a potentially high rate of trailer separations from the "Ultra LT trailer hitch that was manufactured by the Fontaine Fifth Wheel of Trussville, Alabama.

The Ultra LT could be in use on as many as 6000 semis across the nation and had been involved in the fatal accident 18 months ago.

Under a 2008 federal law, the nation's major freight and passenger railroads were ordered to install a system known as positive train control by December 31, 2015.

The acting administrator, Federal railroad administration U. S. department of transportation stated that on "January 1 of 2016, FRA will impose penalties on railroads that have not fully implemented P T C. Fines will be based on FRA's PTC penalty guidelines, which established different penalties depending on the violation. The penalties may be assessed per violation per day and may be raised or lowered depending on mitigating or aggravating factors."

Some members of Congress are contemplating a measure that would grant the railroads a case by case extension of the December 31 deadline, if they can show they are acting in good faith to install the system and demonstrate progress.

4. Tier II Reports:

Bill Davis reported that there has been no new information since John Outten's April 30th report. He also confirmed with IDSi that Tier II information could be exported to platforms such as SMART 911 but would require the creation of a bridge between the two systems.

5. SERC/DEMA Activities:

Avery Dalton reported that 33% of the HMEP Grant funds have been spent and 33% is in the process of being processed. The next SERC meeting is scheduled for Wednesday, September 9th.

6. Staff Reports:

- Vice – chairman Morente – attachment 1
- Chairman Irwin –attachment 2

7. Old Business:

HazMat Drill Video Status - Chairman Irwin reported that progress has been slowed due to the need to obtain additional video and the fact that we have exhausted all funds for the project. He reported that he will submit a request for HMEP Grant funds to complete the project.

8. New Business:

- a. Annual Review of LEPC HazMat Plan – Chairman Irwin reported that in accordance with SARA Title III Section 303 [42 U.S.C. 11003 (a)] he completed the LEPC for NCC's annual review of the LEPC for NCC Hazardous Material Response Plan. No substantive changes were made to the body of the Plan. Verified and updated, as appropriate, contact information throughout the Plan. Plan was distributed to appropriate state and county agencies.
- b. 9th Annual HazMat Training Workshop - Chairman Irwin reported that the SERC agreed to sponsor a 9th annual workshop. The dates for the 2016 Workshop will be Friday, April 1st and Saturday, April 2nd with the Team Building Dinner being Friday, April 1st.
- c. Crude Oil Information – Chairman Irwin mentioned the EPA Region III DOMESTIC CRUDE OIL document that was sent as part of the July 6th meeting notice. He also mentioned that the Secretary of the Department of Safety & Homeland Security sponsored a meeting to discuss Bakken Oil Transportation Issues. The meeting brought together partners in emergency management, first responders and rail transportation industry to discuss emergency response actions related to the transportation of hazardous materials. Representatives from the rail transportation industry provided updated information on containers, product, schedules, and recent regulatory changes.
- d. LEPC reports –
Sussex County LEPC Chairman Chip Stevenson reported that the Sussex County LEPC meeting was held on Thursday, July 9th, 2015 at the Sussex County EOC. The highlights of the meeting were a presentation by Ron Verosko, Safety and Security Manager for Sussex County Council on "Building a Culture of Safety" and a presentation by Joe Thomas, Director of Emergency Operations for Sussex County on Smart911 for Facilities. Chairman Stevenson sent a program flyer out to meeting attendees. Chairman Irwin will send a copy of the flyer out to LEPC for NCC members. The next Sussex LEPC meeting will be held on Thursday, September 10th, 2015 at the Sussex County Emergency Operations Center.

9. Presentations:

- a. Due to technical difficulties the PBF Refinery "Emergency Response Planning and Capabilities" presentation was postponed until the September 14th meeting.

- b. Deputy Attorney General Lisa Morris gave a presentation regarding “Delaware’s Open Meeting Law, The Freedom of Information Act (FOIA), 29 DEL. C. CH. 100. A copy of Ms. Morris’ hand-out is included as attachment 3.

10. Any Other Business:

- a. Joe Rubin, WSFS, described one company’s active shooter drill and provided the link below which also contains the Run, Hide, Fight - Surviving an Active Shooter Event video.

<http://drinews.org/2015/06/04/dri-staffers-drill-for-active-shooter-scenario/>

- b. Dave Carpenter, NCC Emergency Management Coordinator reported:
 - 1. NCC OEM participated in Kennett Square’s propane tank car tabletop exercise
 - 2. CSX experienced a derailment in the Wilmere yard. NCC OEM will be meeting with Elsmere, DNREC and CSX officials to discuss plans.
 - 3. Reminded individuals that Wilmington LEPC/DEMA will be hosting a crude oil tabletop exercise on August 11th.
 - 4. NCC OEM will be participating in a Newark sponsored tabletop exercise on August 25th.
- c. Patrick Smythe, American Red Cross, reported:
 - 1. Someone dies in a Home fire every 7 minutes in the United States. The American Red Cross wants to reduce that number by 25% over a 5 year period. The Red Cross entered into a partnership with many partners to fund a 5 year program to install as many 10 year battery life, sealed smoke detectors in high risk areas as possible. They do this in cooperation with the Emergency Management and the local Fire Chiefs to pinpoint areas that may not have smoke detectors, or outdated ones.
 - 2. Working with the City of Wilmington they installed 40 Smoke detectors in the Southbridge neighborhood.
 - 3. Working with New Castle County Emergency Management and Claymont Fire Chief they have installed another 70 smoke detectors.
 - 4. It is more than just installing smoke detectors; they educate the family about fire safety and one other hazard, which this time of year will be hurricane safety. They also leave them a laminated Home Fire escape plan that can be hung on the refrigerator.
 - 5. They are planning a MEGA Event in the State of Delaware to include New Castle, Kent and Sussex Counties on October 3rd in which they expect to install 500 smoke detectors total in a 4 hour period. This will require a lot of volunteers. ..roughly 300 volunteers per county if we are to succeed. If you are the company with to volunteer on October 3rd please contact Patrick at 410-441-3263. (attachment 4, Program Flyer)

11. Adjourn:

Motion to adjourn made by Beth Neumane, 2nd by Dave Carpenter. Meeting adjourned at 3:55 PM.

Next Meeting: Monday, September 14, 2015, at 2:30 PM

Location: Delaware State Fire School
New Castle Location
2311 MacArthur Drive
New Castle, DE 19720

Host: Sunoco Logistics

Prepared and submitted by Chairman David Irwin on July 17, 2015

Attachment 1

Local Emergency Planning Committee for New Castle County Vice-Chairman Staff Report

To: David Irwin – Chairman LEPC for NCC
From: Jacob E. Morente - Plan Review and Fire Service Liaison
Date: July 13th, 2015
RE: Staff Report since May 11th, 2015

Steering Committee Review: Monday, June 15th, 2015

Webinar: Participated, June 19, 2015 1:00-2:30pm, Executive Order 13650
Improving Chemical Facility Safety and Security

SERC & Tier II

6/10/15	Attended SERC meeting in Dover
6/10/15	Participated in SERC IT Committee Meeting – D.S.F.S. Dover
6/22/15	Met with Director Giles to recap the IT Sub-Committee Action Items
6/26/15	Met with NCC Communications IT Rep to discuss New World Software and capability of Aegis Mobile Data Terminal (MDT's) to deliver Tier II information to Fire Chiefs in the field

Site Assessments & Plan Reviews: (2 Completed) - Reports Completed and Mailed

5/18/15	Chemblend IMS (Bear) Six Suggestions/Enhancements
5/22/15	Kuehne Chemical Company (Delaware City) Two Suggestions/Enhancements

Outreach:

- Continuing to develop 2015's Fire Company Open House Schedule
- Facilitated contacts for area meeting between G.E. Aviation, Dow Chemical and DuPont Vespel
- Contacted Jamie Bethard at DNREC in regards to schedule meeting to discuss Fire Service and build relationships.
- Participated in Lowes – Youth Build/Safety Day (Middletown) on Saturday, June 27th, 2015 9:30am-1:30pm

Fire Service Liaison:

6/4/2015 Attended NCC Fire Chief's meeting at Minqus Fire Company

NCCIHMRMRA & Training:

May 2015	Completed 5-day Hazmat Technician Course (D.S.F.S.)
6/10/15	Provided dinner for NCCIHMRMRA training event at University of Delaware (Newark)
6/10/15	Attended NCCIHMRMRA's training event with Eugene Ngai, Chemically Speaking LLC, will present "Responding to Transportation Incidents Involving Pyrophoric Gases/Liquids or Dangerous When Wet Materials"

Attachment 2

David Irwin
Activity Report
May 12, 2015 – July 13, 2015

SERC Activities:

- In accordance with SARA Title III Section 303 [42 U.S.C. 11003 (a)] completed the LEPC's annual review and update of the LEPC for NCC Hazardous Material Response Plan and provided copies to appropriate State and County agencies.
- Participated in the June 10th SERC meeting.
- Participated in the SERC Planning & Training Committee meeting (5/28).
- Participated in SERC DECON Committee meeting (6/10).
- Participated in the SERC Information & Technology Committee meeting (5/28).
- Participated in the Bakken Oil Transportation Issues meeting (6/3)
- Appointed by SERC to serve as Information & Technology Committee Chairman (6/10)
- Prepared and submitted in a timely manner the LEPC Quarterly Performance Report.

Emergency Response Plan Reviews and Facility Visits:

- Conducted Kutz Home Disaster Plan Review (7/6).

Exercise Status:

- Working with Kutz Home Management Team to improve Disaster Plan and design tabletop exercise
- Working with videographer to develop storyline and conduct analysis to determine if more funds are required to complete project.

NCCIHMR:

- Administered two 4 hour "Responding to Transportation Incidents Involving Pyrophoric Gases/Liquids or Dangerous When Wet Materials" training sessions conducted by Chemically Speaking LLC (Eugene Ngai). The classroom presentation and live-burn (Disilane) field exercise sessions were hosted by the University of Delaware on June 10 & 11, 2015.

Outreach Initiatives:

- Represented LEPC at four CAP meetings, the Delaware City Refining (5/12, 6/15), DuPont Newark Sites (6/23)) and FMC (6/24).
- Represented LEPC at the 2 Sussex (5/14, 7/9), Kent (5/12) and Wilmington (7/10) LEPC meetings.
- Discussed Crude Oil Transportation and Water Supply Issues at New Castle County Council Safety Committee Meeting (5/12).
- Presented 8th Annual HazMat Training Workshop sponsor plaque to FMC Site Director (6/24)
- Provided copy of "Active Shooter Guidelines and How to Respond" poster to Director of Kutz Home.
- Provided 150 copies of "Resident Awareness & Emergency Preparedness Guide" to the Kutz Home.

- Provided 50 copies of “Resident Awareness & Emergency Preparedness Guide” to a local physician’s office
- Provided 50 copies of “Resident Awareness & Emergency Preparedness Guide” to a local dentist’s office.

Additional Activities:

- Discussed water right agreement with private citizen, County Council Representative and NCC OEM.
- Sent thank you letters and copies of the collated session survey forms to the 11 instructors who participated in the 8th Annual HazMat Training Workshop.
- Sent thank you letter for Chlorine Institute’s March 28th training.
- Sent a thank you letter to the DuPont Edge Moor Site Director for hosting the March 28th Chlorine training.
- Attended New Castle County Council Safety Committee Meeting (6/9).
- Attended LEPC Steering Committee Meeting (6/15)
- Produced and published May 11th LEPC meeting minutes.
- Published LEPC Steering Committee meeting minutes (6/15).
- Ordered, picked up, delivered and served food for the NCCIHMR June 11th training session hosted by the U of D.
- Served as a subject matter expert to two state agencies.
- Discussion with DAG regarding Public versus Private Meeting requirements.
- Documented twelve reportable release reports in accordance with EPA regulations.

Attachment 3



LEPC - FOIA APA
Board Member Trainin

Attachment 4



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